Nakedi Rosemond

rosemondnakedi@gmail.com

0785778321

23 Van Der, Walt Street
1620 Kempton Park

28 February 1996

Code 10

Female

South African

Skills

Microsoft Office Suite (Excel,Word, PowerPoint,Outlook)

Professional Written and Verbal Communication

Strong Service Delivery Orientation

Customer-Service Oriented

Organisational and Planning Skills

Ability to Work Effectively in a Team

Supervisory and People Management

Data Analysis and Reporting

Project Planning and Scheduling

Task Coordination and Follow-ups

Timeline and Deadline Management

Project Documentation and Reporting

Meeting Coordination and Minutes Taking

Transport Policy Development

MAMATLEPA NAKEDI ROSEMOND

Profile

l am seeking a role which allow me to continue learning and perfecting my skills for the success to the organization as l provide high-quality work and encourage me to flourish in Transport Field.

Education

Grade 12 **Jan 2013 - Nov 2017**
Manwagae High School
Subject: Sepedi, English,Geography,Life Sciences, Mathematics, Agricultural Sciences and Life Orientation.

Diploma in Transportation Management **Jan 2018 - Nov 2020**
University of Johannesburg
Modules: Contract Management, Industrial Relations, Marketing Management, Road Transport Legislation, Strategic Management, Project Management, Transport Operations Planning, Transport Economics, Air Transport, Logistics Management, Road Freight Transport, Transportation and Warehousing.

Advanced Diploma in Transportation Management **Jan 2021 - Nov 2022**
University of Johannesburg
Modules: Transport Policy & Legislation, Logistics Management, Project Management, Research Methodology, Transport Planning, Transport Costing & Operations, Applied Transport , Research Project.

BCOM Honours in Transport Economics **Jan 2025 - Jan 2026**
University of South Africa
Modules: Research Methodology, Research Paper in Transport Economics, Advanced Transport Management, Advanced Transport Planning and Development, Advanced Transport Finances and Marketing.

Employment

Transport Planner **Apr 2023 - Jun 2025**
Department of Community Safety, Roads and Transport

- Assist managers in developing, reviewing and updating of the integrated Transport Plans(ITP) as well as ensure it's integration with the integrated Development Plan(IDP). ITP includes among others:
- Transport register (Current Public Transport Records, Freight, Cars, etc).
- Transport needs assessment, Public Transport Plan including infrastructures and facilities.
- Non-Motorized Transport (NMT) plan (details are contained in the minimum

Calender and Schedule Management

Data Capturing and Report Preparations

Stakeholder Coordination

Report Writing and Presentation

Conflict Resolution and Problem-Solving

Strong Financial Management

Fleet Operations and Maintenance Coordination

Able to Multitask in a fast-paced Environment

Traffic Management Policies and Regulations

High Level of Attentiveness and Accuracy

Contract Compliance Monitoring

Route and Operations Planning

Incident and Breakdown Reporting

Strategic Thinking and Decision Making

Ability to Work Under Pressure

Administrative and Reporting Skills

Knowledge Management

Negotiation Skills

Languages

English

Sepedi

Tshivenda

requirements for the presentation of the ITPs developed by the Department in 2007).
- Assist in any transport infrastructure related activities, for example, Road construction, road assessment management system ect.
- Project management- provide assistance in managing transport related projects emanating from the Municipality, the Province or National Department of Transport.
- Assist managers to the Municipality to manage the appointed service providers in preparation of the Integrated Transport Plans and other transport related projects.
- Participate in training programmes as provided through National and Provincial Departments.
- produce monthly,quarterly and annual reports.

Project Administrator **Jul 2025 - Present**

Ranti & Associates, Pretoria

- Support the compilation of monthly contract performance for presentation to the Provincial Department of Transport.
- Prepare summaries of passenger complaints, incidents and operator feedback for contract review meetings.
- Assist in data verification related to fare adjustments, passenger statistics, and subsidy claims.
- Participate in project audit exercises, ensuring all project documentation is complete and complaint.
- Provide administrative support during fare increase consultations, operator evaluations, and public transport policy reviews.
- Prepared, compiled and reviewed tender documents.
- prepared and formatted reports, presentations, meetings packs and project dashboards for internal and client submissions.
- Assisted with contract administration tasks such as tracking payment certificates, variations, approvals and compliance documents.
- Managed travel management , logistics and resources bookings for project personnel.

Trainings and Certificates

- Induction Workshop
- Breaking Barriers to Entry into Public Service (BB2E)
- Integrated Transport Planning and Roads Infrastructure.
- Personal Mastery
- Project Management
- Bus Monitoring
- SMS Pre-entry Programme (Nyukela).

Enthusiasm

- Leadership and Team Development
- Budgetary Management
- Improving Efficiency in Transport and Logistics Systems
- Project Planning, Scheduling and Performance Monitoring
- Support Teams and Ensure Deadlines are met Effectively.
- Delivering High-quality Administrative and Operational Support
- Coordinating Project and Ensuring Smooth Operations

Other Information

- Portfolio Available Upon Request

Achievements

- Coordinated the development and integration of comprehensive Integrated Transport Plans with municipal and provincial development objectives, enhancing transport infrastructure planning.
- Managed project administration tasks, including contract performance reporting and tender document preparation, supporting efficient project execution.
- Produced detailed monthly, quarterly, and annual reports, facilitating informed decision-making for transport and project management stakeholders.
- Assisted in the management and evaluation of appointed service providers to ensure adherence to project deliverables and compliance standards.
- Supported data verification and audit exercises related to fare adjustments, passenger statistics, and subsidy claims, ensuring accuracy and regulatory compliance.
- Organised and coordinated logistics, travel management, and resource bookings for project personnel, improving operational efficiency.
- Prepared comprehensive presentations, meeting packs, and project dashboards for internal reviews and submissions to transport authorities, enhancing stakeholder communication.
- Streamlined contract administration processes by implementing robust compliance tracking systems, resulting in improved contractor performance and timely project delivery.
- Conducted comprehensive transport needs assessments that informed public transport infrastructure upgrades, enhancing accessibility and commuter satisfaction.
- Facilitated training programmes for municipal and provincial staff on transport planning best practices, contributing to capacity building within the department.

References

Mrs Thabethe
Director of Public Transport Services, Department of Community Safety, Roads and Transport
0834727772

Mrs Tooi
Transport Officer,Department of Community Safety Roads and Transport
0723579107

Mr Ramahlo
Assemblies of God Fellowship
0828661100

Mr Dikgale
Ranti and Associates
0833992339